



King County Department of Community and Human Services (DCHS)  
Community Services Division  
Housing and Community Development Program (HCD)

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## ***Regional Affordable Housing Program (RAHP)***

### ***Operating and Maintenance Fund***

### ***2007-2008 Application Guidelines***

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#### **■ DUE DATE**

- **Proposals are due to the King County Housing and Community Development Program by:  
Tuesday August 29, 2006 at 4:00 p.m. PST  
*Applications will not be accepted after this deadline.***

Please keep font size to a minimum of 11-point type. Submit one (1) original three hole punched and four (4) unstapled, three-hole punched photocopies of the application to:

#### **■ CONTACT**

**Janice Hougen / 206-296-8647**  
King County Housing and Community Development Program  
Exchange Building, Fifth Floor  
821 Second Avenue, Suite 500  
Seattle, WA 98104

#### **■ APPLICATION WORKSHOP**

**Tuesday, August 8, 2006     1:00 – 3:00 p.m.**  
**Community Center at Mercer View**  
**8236 SE 24<sup>th</sup> Street, Mercer Island**  
**Phone – (206) 236-3545**

**You may also request an alternate format by calling HCD  
at 206-296-8647 or e-mailing Janice Hougen at:  
[janice.hougen@metrokc.gov](mailto:janice.hougen@metrokc.gov)**

## OVERVIEW

On June 13, 2002, the provisions of Substitute House Bill 2060 became effective in Washington State. This bill created a recording fee surcharge on certain documents, with the revenue to be used for low-income housing. Funds are shared between the State and localities, and used for both capital projects and the operations and maintenance costs of certain transitional housing and emergency shelter projects.

The local portion of these funds is administered under an interlocal cooperation agreement between King County and the cities and towns within King County. In King County, these local funds are known as the Regional Affordable Housing Program or RAHP.

**The application process described in these guidelines refers only to the operations and maintenance portion of RAHP funds within the geographic boundaries of King County, including the City of Seattle.**

## FUNDING AVAILABILITY – January 1, 2007 – December 31, 2008

The total annual amount of King County RAHP operating and maintenance funds available for 2007 and 2008 is \$700,000. In addition to the \$700,000 available annually, carry over funds from the last funding round due to under expenditure by contractors will be added to the total available for allocation in this funding round according to the sub-region from which the funds were originally allocated.

Sub-regional allocation targets are being used to achieve geographic equity in the distribution of these funds. The percentage of the funds available to each sub-region is based upon a formula established in the interlocal cooperation agreement.

The sub-regional areas and actual calculated percentages of the funds are as follows:

1. City of Seattle sub-region – 37.9 %.
2. North/East sub-region – north and east urban and rural areas – 29.4%.
3. South sub-region – south urban and rural areas – 32.7%.

Total amount to be allocated through December 2007

- \$265,300 for City of Seattle
- \$205,800 for North/East County
- \$228,900 for South County

Applicants will apply for funds based on the geographic location of the project for which funding is being requested.

**If an agency is requesting funding for more than one project, a separate application must be submitted for each project**

## **Maximum and Minimum Funding Amounts**

Minimum **annual** funding award is \$15,000. Maximum **annual** funding award is \$40,000.

## **Definition of Sub-regions**

Sub-regions are defined as follows:

### **North/East King County:**

Bellevue, Issaquah, Lake Washington, Mercer Island, Riverview, Skykomish, Snoqualmie, Shoreline and Northshore School Districts

**plus:** the part of the City of Newcastle that is in the Renton School District

**plus:** the part of the City of Bellevue that is in the Renton School District

### **South King County:**

Auburn, Federal Way, Highline, Kent, Renton, Tukwila, Enumclaw, Tahoma and Vashon School Districts

**plus:** the small area of the Seattle School District that is **not** in the Seattle City limits

### **Seattle:**

Seattle School District

**minus:** the small area in the south end that is in the Seattle School District but not in the Seattle City limits

## **ELIGIBILITY GUIDELINES**

### **Eligible Projects:**

**Nonprofit organizations may apply for King County RAHP Operating and Maintenance Funds for the following types of projects:**

- **Existing transitional housing and transition in place units that are eligible for the Washington State Housing Trust Fund.**
- **Existing emergency shelters and licensed overnight youth shelters.**

### **Eligible Populations to be Served with this Funding:**

- Households served must be at or below 50% of area median income.
- Eligible populations include families, homeless families and individuals, including youth; special needs populations including seniors; disabled households or households with a disabled member.

## **Eligible Use of Funds**

**Transitional housing and transition in place units** are eligible to apply for funds *only* for operations and maintenance.

**Emergency shelter and licensed overnight youth shelter** programs are eligible to apply for funds for operations and maintenance and for supportive services.

***Operating and maintenance funds*** can be used for ongoing building operating and maintenance expenses not covered by other sources. Building operating and maintenance expenses must be directly related to the running of the building. If not all units in the building are eligible for RAHP operations and maintenance funding, the request must be proportional to the number of the units in the building that are eligible for RAHP funding.

### **Operating Funds – Eligible Uses:**

- Rent
- Maintenance / Repairs
- Insurance
- Utilities
- Facility Supplies
- Food
- Furnishings
- Security
- Operating Staff Salaries

### **Operating Funds – Ineligible Uses:**

- Case Management Staff and other direct client services and staff.

***Supportive services funds*** can be used for supportive services costs of the project that are not covered by other sources. *Supportive services funds can only be requested for emergency shelters and licensed overnight youth shelters.*

### **Supportive Services – Eligible Uses:**

- Case Management
- Medical and Mental Health Counseling
- Domestic Violence Services
- Substance Abuse Treatment
- Child Care
- Transportation
- Employment Training and Assistance
- Staff salaries necessary to provide the above services

## FUNDING PRIORITIES

The interlocal cooperation agreement designates funding priorities among eligible uses for RAHP funds. **Projects will be eligible for more points in the rating process according to the established priorities.**

The funding priorities for the King County Operating and Maintenance RAHP are:

1. (Highest priority) Operating and maintenance funds for existing transitional housing and transition in place units within housing projects that are eligible for the Washington State Housing Trust Fund.
2. Operations (including supportive services) for existing emergency shelters and licensed overnight youth shelters that **do not receive** State of Washington Emergency Shelter Assistance Program (ESAP) funds.
3. Operating and maintenance funds for existing transitional housing and transition in place units within housing projects that **do receive** State Operating and Maintenance funds.
4. (Lowest priority) Operations and services for existing emergency shelters and licensed overnight youth shelters that **do receive** State of Washington Emergency Shelter Assistance Program (ESAP) funds.

## HOW PROJECTS WILL BE SELECTED FOR FUNDING

1. King County staff will review each proposal to make sure that it meets basic eligibility requirements.
2. A review team will be formed for each of the three sub-regions: Seattle, North and East King County, and South King County. Members of these teams will be persons with knowledge of transitional housing and emergency shelter, and familiar with the sub-region whose proposals they are reviewing. Raters will not have conflicts of interest with any applicants. Proposals will be divided among the three teams based on the geographic location of the project.
3. Each team member will read and numerically rate each proposal for their geographic area. Maximum points per section are noted on the application form.

The maximum base points for each application are 100 points. Applications must receive a minimum of 70 base points to be eligible for funding, although meeting this threshold does not guarantee funding.

In addition to the base points listed on the application form, priority points will be awarded as follows:

Type of Project	Additional priority points awarded
Eligible transitional housing and transition in place units not receiving State Operating and Maintenance Funds	10
Eligible transitional housing and transition in place units that have been awarded State Operating and Maintenance funds	0
Emergency shelter projects not funded by ESAP (State Emergency Shelter Assistance Program)	5
Emergency shelter projects funded by ESAP (State Emergency Shelter Assistance Program)	2

4. Once all proposals are individually rated, each team will meet and together arrive at a final score for each proposal within their sub-region. The Review Teams reserve the right to award funding to lower scoring applicants in order to meet a specified need in a sub-region not effectively addressed by higher ranked proposals. **There is no guarantee that a project will receive its full funding request.**
5. Proposed allocations will be presented to the Joint Recommendations Committee (JRC) for final approval.

Note: The JRC is the inter-jurisdictional policy body for King County and the suburban cities on a wide range of housing and community development issues. For RAHP, a representative of the City of Seattle has been added to the Committee. The interlocal cooperation agreement designates the JRC as the body with authority over RAHP policies and allocations.

**Awards will be made for one year, with the second year contingent on satisfactory performance during the first year.**

## APPEALS

### Grounds for an appeal

You may only submit an appeal on the following grounds:

1. Failure by DCHS to follow the procedures set forth in this Request for Proposal and/or
2. Bias, discrimination, or conflict of interest on the part of a rater.

### **What the appeal must contain:**

You must state all the facts and arguments on which you rely for your appeal and the ground(s) for your appeal. You must include in your appeal the following:

1. The ground(s) for your appeal;
2. A detailed and complete statement of the specific action by DSHS that you are appealing;
3. A description of what relief or corrective action you are requesting;

You may attach to your appeal any documentation that you offer to support your appeal.

### **How to submit an appeal:**

Your appeal must be in writing and must be signed. You must mail or hand deliver your appeal to Janice Hougen. You may not submit your appeal by fax or e-mail. DCHS must receive your appeal no later than 5 business days after receipt of your notification letter.

Mail or hand deliver your appeal to the same mailing or deliver address provided in this RFP for submitting your proposal.

### **How DCHS will review your appeal:**

Your appeal will be forwarded to the Director of the Department of Community and Human Services, along with copies of this application, your proposal, the evaluators' scoring sheets, and any other documents showing how your proposal was evaluated and scored. The Director will conduct an objective review of your appeal based on the contents of your written appeal and the above materials.

The Director will send you a written decision within 5 business days after DCHS receives your appeal, unless more time is required to review the appeal and make a determination. The DCHS Director will notify you if additional time is necessary.

### **How DCHS will decide your appeal:**

The DCHS Director will make a final determination of your appeal and will either:

1. Find that your appeal lacks merit and uphold DCHS's actions; or
2. Find that any errors in the RFP process or in DCHS's conduct did not influence the outcome of the process and uphold DSHS's actions; or
3. Find merit in the protest and provide options for corrective action by DCHS.

**Remember: Appeals will only be considered if made on the grounds described in this section.**

DCHS will not conclude this RFP process until it has made a final determination of any appeal.

## APPLICATION SUBMITTAL INSTRUCTIONS

### SUBMITTAL REQUIREMENTS

#### Step 1 - Hard Copies:

Submit one **(1) original copy**, including required attachments, and **four (4) photocopies**, including required attachments to:

Janice Hougen, Housing Planner  
King County Housing & Community Development Program  
Exchange Building  
821 Second Avenue, Suite 500  
Seattle, WA 98104-1598

#### Step 2 - Electronic Version:

Submit the final application electronically via e-mail to (attachments do not need to be sent electronically):

[janice.hougen@metrokc.gov](mailto:janice.hougen@metrokc.gov)

**All electronic and hard copy application submittals, including required attachments, are due to HCD no later than 4:00 PM Pacific Daylight Time on Tuesday, August 29, 2006.**

#### Additional submittal Information:

- Facsimile copies of the application will not be accepted.
- Applications that do not arrive at the specified addresses above by the due date will not be accepted or reviewed.
- Applications that do not follow the specified format and/or meet the submission requirements will not be reviewed.
- Use a minimum of 11-point font and one-inch margins for all Word documents. Use a minimum of 10-point font for all Excel documents.
- Do not use staples or any other fixed material to bind proposals. Binder clips are acceptable.

## APPLICATION AND AWARD SCHEDULE

Applications must be received by the King County Housing and Community Development Program, 821 Second Avenue, Suite 500, Seattle, WA 98104-1598 no later than 4:00 p.m. on Tuesday August 29, 2006. Late applications will not be accepted.

<b>July 25</b>	<i>Application released to interested organizations</i>
<b>Aug 8</b>	<i>Application workshop</i>
<b>Through August 23</b>	<i>Individualized technical assistance from HCD staff is available. Please contact Janice Hougen at (206) 296-8647 or <a href="mailto:janice.hougen@metrokc.gov">janice.hougen@metrokc.gov</a></i>
<b>August 29</b>	<b>Applications due to HCD by 4:00 p.m.</b>
<b>Aug 29-Oct 2</b>	<i>Review of applications. Applicants may be contacted during this time for additional information</i>
<b>October 26</b>	Approval of proposed allocations by the Joint Recommendations Committee
<b>Mid Oct.-Dec.</b>	Negotiate contracts with agencies
<b>January 2007</b>	2007 Contracts begin